

# Unemployment Claim Center

## Hours of Operation:

**Monday through Thursday**  
7:45 a.m. to 4:30 p.m.

**Friday**  
9:00 a.m. to 4:30 p.m.  
*(Closed Saturday, Sunday and Holidays)*

### Equal Opportunity is the Law

The State of Vermont is an Equal Opportunity/Affirmative Action Employer. Applications from women, individuals with disabilities, and people from diverse cultural backgrounds are encouraged. Auxiliary aids and services are available upon request to individuals with disabilities. 711 (TTY/Relay Service) or 802-828-4203 TDD (Vermont Department of Labor).

B-7 WEB (7/05)

# Dial & file

*ALL of your  
Unemployment  
Claims ...  
by  
telephone*



**Call Toll-Free**  
**1-877-214-3330**

 **VERMONT**  
DEPARTMENT OF LABOR

Please have the following information available when you call, to help speed the claims filing process:

- **Social Security Number**
- **Address** (mailing and home address, if different)
- **Telephone Number** (including area code)
- **Alien Registration Number** (if not a U.S. citizen)
- **Amount and duration of any separation pay you may receive**
- **Recall date** (if you expect to be recalled to your job)



- **Valid Driver's License Number**



- **Military Form DD-214, Member 4 Copy** (if you were in the military in the past 18 months)
- **Form SF-8** (if you worked for the Federal Government during the past 18 months and received one)

If you have a hearing impairment or are a TTY user, you can contact the Department directly through our TTY system by calling toll-free:

**1-800-650-4152**

A TTY Customer Service Representative will assist you in filing your claim for Unemployment.

**File your claim the first week in which you are fully or partially unemployed.**

For each employer that you worked for in the past 18 months, have the following information available when you call:

- **Complete name and address of each employer** (including zip code) **that you worked for**
- **Payroll address if different**
- **Employer's telephone number** (including area code)
- **Beginning and ending dates of employment**
- **Reason for separation**

If you worked in Vermont anytime during the past 18 months; are unemployed or working part-time; you may be eligible to receive unemployment insurance.